



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



Step 1

Go to
www.foi.gov.ph
to your browser's
home address.



Step 2

Click the Sign Up button
and provide all the required
fields. Attach a valid ID to
create an account.



Step 3

Once logged-in, you will be
directed to your Dashboard.
The Dashboard contains
all the FOI requests of the
account owner.



Step 4

Click the Make a Request
button then select the
name of the agency you
wish to ask.



Step 5

You will now be directed to
the Make a Request Page.
Accomplish all fields then
click Send My Request.



Step 6

The agency will evaluate your
request and will notify you
within 15 working days.



Step 7

The agency will prepare the
information for release,
based on your desired format.
It will be sent to you depending
on the receipt of preference.



Mode of request

STANDARD



Submit
request form
with necessary
personal
documents

or

eFOI



MELGAR G. FADRIQUELAN

Administrative Officer V (Records Officer III)
Records Office



Records Office, 2nd Floor,
Administration Building, MinSU Compound,
Alcate, Victoria, Oriental Mindoro



0977-846-7228

universitypresident@minsu.edu.ph
mmcrecordsoffice@minsu.edu.ph



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Mode of request



try or



If you are not contented with the response to your FOI request, you may ask to carry out an internal review of the response by writing to universitypresident@minsu.edu.ph. Your review request should explain why you are not satisfied with the response, and should be made within 15 calendar days from the date when you received the reply. We will complete the review and tell you the result within 30 calendar days from the date when we receive your review request.



DR. CIEDELLE P. SALAZAR

Campus Executive Director – Bongabong Campus
Office of the Campus Executive Director



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Oriental Mindoro



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•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



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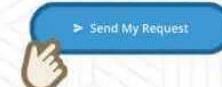
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Mode of request

STANDARD



Submit
request form
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or

eFOI

Lodge a request
through the
eFOI Portal
(foi.gov.ph)

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DR. ELVI C. ESCAREZ

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